

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field					4. Employing Office Location					5. Duty Station					1. Agency Position No.														
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					6. OPM Certification No.																			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither					12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive					13. Competitive Level Code																			
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					14. Agency Use *DOI015									
a. Office of Personnel Management					b. Department, Agency or Establishment					c. Second Level Review					d. First Level Review					e. Recommended by Supervisor or Initiating Office					Supervisory Fire Management Specialist (Dispatch) GS 401 11 5/7/2004									
16. Organizational Title of Position (if different from official title)					Dispatch Center Manager					17. Name of Employee (if vacant, specify)					Department of the Interior, FLERT Specialist					This PD has been approved as follows under 5 USC 8336(c) and 8412(d) <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Primary <input checked="" type="checkbox"/> Secondary/Administrative Approval Date: October 26, 2004														
18. Department, Agency, or Establishment					Department of the Interior					c. Third Subdivision					d. Fourth Subdivision					e. Fifth Subdivision														
a. First Subdivision					BIA BLM FWS NPS					Signature of Employee (optional)																								
b. Second Subdivision										19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.					20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																			
a. Typed Name and Title of Immediate Supervisor					Signature					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					Signature					Date														
21. Classification/Job Grading Certification. I certify that this position has been classified in grades required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistent with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position Handbook of Occupational Groups and Families, August 2001; Forestry Series, GS-60, June 1965, TS-57, December 1979, TS-39; General Schedule Supervisory Guide, HRCG 5 June 1998.					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																								
23. Position Review					Initials					Date					Initials					Date					Initials					Date				
a. Employee (optional)																																		
b. Supervisor																																		
c. Classifier																																		
24. Remarks					Allison Board BIA					Todd Ryan BLM					Dawn Phillips FWS					Debbie Burton Orton NPS														
25. Description of Major Duties and Responsibilities (See Attached)																																		

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Previous Edition Usable

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U.S. Office of Personnel Management
FPM Chapter 295

*Agency Use Code should be entered in FPPS in the last six spaces of the Position Allocation Number.